

Self-Assessment of Funding Sources, Contracts, and Reports

The following questions will help you assess your current proficiency and identify areas of focus for your orientation plan. Please check the appropriate response for each question in the boxes provided. The three columns reflect the three levels of proficiency, and are labeled PRO= Proficient, KNOW= Knowledgeable, and AWARE.

FUNDING SOURCES, CONTRACTS, AND REPORTS	PRO	KNOW	AWARE
Do you know the funding and revenue sources for your LHJ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you had any experience in developing a budget for an agency or organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have training in financial management or accounting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how to read, interpret and complete the BARS report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you familiar with the annual budgeting cycle and the expectation of administrators for the development and management of the LHJ budget?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you responsible for overseeing the development and management of your agency's Consolidated Contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, do you have knowledge of all the programs funded through the contract, including the various federal and state administrative, fiscal and program requirements, contract deliverables, program reports, and timelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you responsible for overseeing any other contracts and if so, are you familiar with these contracts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel you need additional orientation or training in budgeting to adequately perform your duties as public health administrator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel you need additional orientation and training in contract management and monitoring to adequately perform your duties as public health administrator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please list other areas needing further orientation, if any:			